

Welcome to A. Ward Spaulding School 2015 – 2016

Message to Parents and Guardians

We welcome you to A. Ward Spaulding School where our students shine as Spaulding Stars with respect, responsibility, and kindness. In our school, we believe in a shared partnership between teachers, families, and our community and recognize that you are a vital member of this team. We also recognize that open and consistent communication is key to the success of our children as they learn and grow in a safe, caring, and productive learning community.

This guide was developed to provide necessary and important information concerning the policies, regulations, facts, and procedures of our school. Please become familiar with this information and share it with your child/children.

For further information pertaining to our school , please contact us. The school office is open weekdays from 7:30 a.m. until 4:00 p.m. For additional information and current events, visit our Spaulding School website at sp.suffield.org and the Suffield Public Schools district website at www.suffield.org.

Scott P. Dunn, Principal
A. Ward Spaulding School
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West Suffield CT 06093
860-668-3826

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**The Suffield Public Schools
Mission & Beliefs Statement**

The Mission of the Suffield Public Schools is to prepare all students with the knowledge, skills and attributes required for success in a rapidly changing world.

In pursuit of this Mission, we believe that:

- when we address students' diverse academic, social, emotional and physical needs, all will learn;
- all students need equitable access to appropriate resources and opportunities to excel;
- multiple measures of student learning are required to drive continuous improvement;
- students and adults thrive in a safe and secure learning environment characterized by responsibility, fairness, respect, and civility;
- highly effective teachers and instructional leaders who engage students in rigorous and challenging experiences are the keys to student success;
- an excellent district staff supports success in every classroom, facility and setting;
- partnerships, collaboration and communication with families and the community are vital to our mission.



District Goals

Goal One: Develop and implement policy, systemic practices and cultural shifts needed for a digital learning environment.

Goal Two: Design and implement an integrated plan for professional learning aligned with district needs.

Goal Three: Systematically use meaningful data to drive and improve student learning

Goal Four: Revise and implement a curriculum that embeds 21st century skills and is aligned with Common Core Standards.

Suffield's Early Childhood Philosophy

The Suffield Early Childhood Program provides a community for learning that strives to meet the developmental needs of all young children academically, socially, emotionally and physically. Our school is a place where people of all ages work and learn together. We are all teachers and all learners actively involved in the life-long process of learning. Parents and community members are actively engaged in the school's activities and programs. Education is a shared partnership that is everyone's concern.

We believe in the innate goodness and unlimited potential of every child. Helping each child develop high self-esteem and self-confidence is our goal. Children are held to high social and academic expectations and are encouraged to work hard to reach their full potential. We are committed to educational excellence and to providing students with the knowledge and skills necessary for continued growth and success. We recognize that children have various learning styles and milestones.

Developing an awareness of the similarities among people creates a common bond as well as a respect for the differences among individuals and cultures that provide uniqueness. We promote positive interpersonal relationships among students, by focusing on manners, respect, and consideration for others. Each child can learn and grow in a caring atmosphere, develop a sense of discipline and responsibility, and interact creatively with the world.

Teachers working together provide to their students positive role models for mutual support and effective collaboration. Children need opportunities to explore, problem solve, foster curiosity,

**STEPS IN COMMUNICATION**

The following is a guideline to seek information and express concerns

I. INSTRUCTIONAL-STUDENT AFFAIRS**A. CLASSROOM MANAGEMENT**

1. Teacher
2. Principal
3. Assistant Superintendent
4. Superintendent
5. Board of Education

B. CURRICULUM DESIGN/IMPLEMENTATION

1. Principal
2. Assistant Superintendent
3. Superintendent
4. Board of Education

C. SPECIAL EDUCATION AND GUIDANCE

1. Teacher, counselor or specialist
2. Principal
3. Supervisor of Special Education
4. Assistant Superintendent
5. Superintendent
6. Board of Education

D. HEALTH

1. School Nurse
2. Principal
3. Assistant Superintendent
4. Superintendent
5. Board of Education

E. PHYSICAL EDUCATION / ATHLETICS

1. PE Teacher
2. Principal
3. Assistant Superintendent
4. Superintendent
5. Board of Education

**II. SUPPORT SERVICES****A. TRANSPORTATION**

1. a) Discipline-Principal
- b) Bus Routes-Driver Performance/
Business Administrator
2. Business Administrator
3. Superintendent
4. Board of Education

B. FOOD SERVICES

1. Food Service Director
2. Business Administrator
3. Superintendent
4. Board of Education

C. CUSTODIAL / MAINTENANCE OPERATIONS

1. Principal
2. Facility Director
3. Business Administrator
4. Superintendent
5. Board of Education

D. BUDGET / FISCAL MANAGEMENT

1. Principal
2. Business Administrator
3. Superintendent
4. Budget Committee
5. Board of Education

**2015-2016 TIME SCHEDULE**

<u>Regular Day</u>	School Day Begins	School Day Ends
Teachers	8:10	3:20
Students Grades K,1-2	8:25	3:05
Preschool AM	8:25	11:10
Preschool PM	12:20	3:05

90-Minute Delay Start

Students Grades K,1-2	9:55	3:05
Preschool AM	CANCELLED	
Preschool PM	12:20	3:05

**Early Release due to
Teacher Conferences/In-Service/Holidays**

Students Grades K,1-2	8:25	1:00
Preschool AM	8:25	10:25
Preschool PM	11:00	1:00

**Unscheduled Early Release
(example: Inclement Weather)****

Students Grades K,1-2	8:25	1:00
Preschool AM	8:25	1:00
Preschool PM	CANCELLED	

****On UNSCHEDULED early release days, please make sure you and your child have a plan in place once school has been dismissed by the Superintendent, All after school activities, including the Spaulding After School Program, are cancelled.**

K-12 ALERT

You may sign up for K-12 Alert System to receive emergency notification via email, phone or text message. Go to the school or district website and click on K-12 Alert.

**"NO SCHOOL" ANNOUNCEMENTS****Cancellations:**

In the event that it is necessary to cancel school due to inclement weather, parents can check the district website www.suffield.org or listen to one of the following radio/TV stations for announcements:

CONNECTICUT STATIONS:

WTIC - 1080 AM
WDRC - 1360 AM
WFSB (3)
WTNH (8)
WVIT (30)

MASSACHUSETTS STATIONS:

WHYN - 560 AM
WMAS - 94.7 FM

MARKING PERIODS

There will be three marking periods for **preschool**, **kindergarten**, **first**, and **second** grades during the school year. These periods are:

**Marking
Period**

- | | |
|----------|-----------------|
| 1 | December |
| 2 | March |
| 3 | June |

In addition, parent/guardian conferences will be held following the close of the first and second marking periods. The purpose of these conferences is to provide a report on a child's progress. A copy of the report card is used for that report.



SCHOOL OPERATIONS

ARRIVALS/DISMISSALS

Please note that the arrival procedures vary slightly after the first two weeks of school.

Arrival: 8:10 - 8:25 a.m.

By Bus:

- ✦ Starting at 8:10 a.m., all buses bring students to the east circle in front of the building.
- ✦ The yellow drop-off zone indicates where students can exit the buses. There will be staff members on duty to greet the students.

During the first week of school:

All students enter the east entrance.

Kindergarten and **Grade 1** students go to the auditorium.

Grade 2 students go to the gym.

At 8:25 a.m. teachers escort students to their classrooms.

Starting Tuesday, September 8th:

All students walk directly to their classrooms.

By Car:

*** * Cars cannot be parked in West or East Circles * ***

Cars may arrive no earlier than 8:10 a.m., as there is no supervision prior to that time. Parents drop off children in one of two ways:

- Park car in the west parking lot and walk your child to the west entrance door. **OR**
- Drive car into the west circle and drop-off your student at the west entrance door.
- There will be staff members on duty to greet the students.
- Cars need to stay in line as they enter the west driveway (near parking lot).



- Cars need to wait in line and pull forward in front of the doorway so that four cars can drop-off at the same time.
- Parents are asked to remain in the car and students should exit the car on the passenger side next to the sidewalk.
- Vehicles should pull away from the curb when the car in front of them leaves.
- Cars should remain in a single line and should not pass around another vehicle.
- Please refer to the Arrival/Dismissal Procedure Changes letter sent to all families at the beginning of the school year.

During the first week of school:

Kindergarten and Grade 1 students go to the auditorium.

Grade 2 students go to the gym.

At 8:25 a.m., teachers escort students to their classrooms.

Starting Tuesday, September 8th:

All students in Kindergarten, Grade 1 and 2 go directly to their classrooms.

Late Arrival (after 8:25 a.m.)

Students who arrive to school after the 8:25 a.m. bell need to sign in at the office.

DISMISSAL: 3:05 p.m.

By Bus:

As busses arrive, staff members are on duty in the front of the school. Buses are parked in the east circle in front of the building.

At 3:05 p.m., all students line up by bus number in the auditorium and east entryway.

Staff members escort students out to their busses.

By Car / Parent Pick Up:

- **A signed note from home is required for all students not going home by bus. This note must include the student name, teacher, date, and name of the adult who will pick up the student.**
- Adults park their cars in the west lot and enter the west entrance door.



- Adults line up outside the Café door in preparation for dismissal.
- Students arrive in the café at 3:05 p.m. and are seated by grade level.

A staff member asks each adult for his/her name and the name of the student to be picked up.

- When the student name(s) is checked off the pick up list, the adult enters the café to meet their child(ren).
- Students and adult exit through the café's back door.
- If a student's name or the name of the adult is not accurately located on the list, the adult will be directed to the office for clarification.

Bus Changes:

Children will not be allowed to board a different school bus from their assigned bus under any circumstances without special written permission from the main office.

Preschool:

All children arrive and depart through the blue doors located on Bruce Park entrance road.

**COMMUNICATIONS**

Notes to School: All notes sent to school with a child should be clearly marked with the student's name and the name of the classroom teacher. Money should be delivered in a clearly labeled envelope.

Notes from School: Many notices are sent home on a regular basis using your child's backpack. A "Wednesday Folder" will go home weekly to provide important flyers and information. Please check your child's backpack daily for notes from the classroom teacher or for emergency notifications.

Digital Backpack

School notices and special event information are updated regularly using the digital backpack located on our school website. To obtain this information go to sp.suffield.org and click on the tab labeled "Digital Backpack".

Room Parents

Each classroom will have two room parents who are responsible for helping the teachers organize class events.

Telephone Calls

Effective communication is valued as part of the home/school partnership. Staff members should respond to phone calls within a 48-hour period.



CONSERVATION OF ENERGY

The daytime building temperature will be maintained by the energy management systems from 8:30 a.m.—3:00 p.m.

During the evenings and weekends the building temperature will be adjusted.

**ENROLLMENT AND TRANSFERRING SCHOOLS**

The Suffield Board of Education will admit every child into kindergarten who has reached the age of 5 by December 31st. A child who has not reached the age of 5 by December 31st will only be admitted if substantial evidence is presented which clearly indicates that the child will meet with success if placed in an appropriate kindergarten program. Evidence of birth certificate, health records including immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella and mumps are standard requirements for entrance into Kindergarten, as are the HIB and hepatitis B vaccine.

Registration, visitation and screenings are scheduled in the spring for kindergarten students who will begin school the following fall. Students transferring from other school districts are asked to bring and submit records from the school they last attended. These should include report cards and transfer cards showing grade level. Certain other records will be obtained through our correspondence with the school district involved. The standard requirements of birth certificate and immunizations mentioned above also apply to transfer students. When transferring from out of state, we must have proof of a physical within the past year which should be indicated on a State of CT Health Form available in the school office.

Evidence of a recent physical examination is also required of all students upon entrance, regardless of age.

Transferring records from this school to another school district will be provided when the parent notifies the school office and completes a release of information form.

**EMERGENCY EVACUATION PLAN**

In the event of any emergency, our focus remains on the safety of the school community. In the event of an evacuation, the following will occur:

- Students and staff will leave the building and assemble in identified locations.
- Central Office and other schools in the district will be contacted and informed of the situation.
- If an event is expected to extend beyond 2 hours or if weather conditions indicate the need for permanent shelter, a decision will be made to relocate, cancel school or have an early dismissal.
- M & J Bus Company will be contacted to dispatch transportation for students/staff if necessary.
- Students/staff will be transported to another identified school .
- The K-12 Alert System will be activated.

If necessary, Spaulding School staff will contact students' parents and inform them of the situation and plans for transporting students home.

FIRE DRILL PROCEDURES

By statute, fire drills must be held ten (10) times per year, but not necessarily on the basis of one per month. A description of fire drill procedures is located at the entrance of each room.

**LOST AND FOUND**

Lost and Found is located in the closet near the east entrance. All clothing items, lunch boxes, etc., should be labeled with the owner's name on them for easy identification. Unclaimed items will be put on display at conference time and then the remaining items will be used in the clinic or will be donated. Valuable items should not be brought to school as insurance coverage of the Suffield Board of Education does not cover loss of this nature

LUNCH PROGRAM

Children have the option of bringing a bag lunch or purchasing a school lunch. Children who bring lunch from home may purchase milk and snacks. The cost of school lunch is \$2.65 which includes a choice of milk and two side items, along with the featured entrées of the day. Milk only is .50 and can be purchased with money from the child's account or by cash/check.

* If you do not want your child to purchase snacks with money on their account you must contact the food service manager, Sharon Strzegowski @ < sstrzegowski@suffield.org >

The following payment options are available for children wishing to purchase school lunch:

Prepay with a check made out to "Suffield Food Service".
(Please be sure to write your child's full name and school on the check.)

Cash payments are accepted daily or for as many meals as you would like as it is put in your child's lunch account.

Prepay using a credit card or existing PayPal account at www.myschoolbucks.com. (Please note: a convenience fee of \$1.75 is added each time a deposit is made to the account. This is a bank fee and does not profit Suffield Public Schools or Sodexo Food Services.) You can separate the payment among more than one child if you have multiple children in the district.



Check/Cash Payments for children in different schools must be brought to the attending school, as the My School Bucks computerized system doesn't share information with each school.

The My School Bucks website helps parents keep track of their children's lunch account, offering several wonderful features, including the ability to:

- Check account balances
- Monitor daily purchases
- Receive email notification of low account balances

To set up an account through the My School Bucks website, simply log on to the Suffield Public Schools website (www.suffield.org), click on "Food Services," then click on www.myschoolbucks.com. All you need is your child's name, student ID number and school zip code. If you do not know your child's 5 digit ID number please contact the food service manager.

Lunch can only be charged 3 times before the student will receive a cheese sandwich on whole wheat bread with milk and two sides (which will still be \$2.65). Parents will be contacted through a letter sent home with their child when this occurs.

*Balanced lunch menus are planned in accordance with specifications established by the federal and state governments. Menus for the entire month may be accessed online via our school web page < <http://sp.suffield.org> > .

**Snack**

During the course of each day, students will have a scheduled snack-time. Parents are asked to provide their children with a small, nutritious snack that they can open independently. Healthy snacks such as fruit slices, crackers, raw vegetables or dried fruits are encouraged. As we are sensitive to the medical concerns surrounding student allergies, tree nuts and nut products, we respectfully ask that these not be brought to school.

Lunch With Your Child

If you choose to eat lunch with your child at school, please follow the visitor sign-in protocol. If you are bringing lunch for your child, please do not bring lunch for others as to minimize risks related to food allergies.

OPEN HOUSE

Two Open Houses are held during the school year. The first Open House (**for adults only**) in September will familiarize families with staff, grade level objectives, and any other pertinent information that will help make the school year a success. The **second** Open House (for families **and** students) in October is an opportunity for all to view children's' school work and to attend the annual PTO book fair.

SCHOOL VISITS

We welcome visits to our school from adults. Please make arrangements in advance regarding your visit. All visitors will adhere to proper sign-in procedures.

**SPECIAL ROOM USE/AFTER HOURS SCHOOL USE**

Organizations wishing to use a classroom, auditorium, gymnasium or cafe for after-school meetings, must sign up for them in advance. Please check with the office staff for space availability and follow the link "Community Use Calendar" on our school website to utilize our electronic building use process .

STUDENT EMERGENCIES

Since illnesses and accidents occur unexpectedly during the school day, it is important that the nurse have a current signed Emergency Medical Authorization card on file for your child. These emergency slips are considered legal instructions from you on how you want the school to handle your child during an illness or medical emergency during your absence. Families are able to update and maintain all of their child's contact and emergency information through the secure use of our Parent Portal website at < powerschool.suffield.org/public >. It is imperative that information be kept up to date with work and home phone numbers, physicians' names and hospitals, and designated emergency person. Please keep in mind when you are choosing your "emergency person" that this person must be available to come to school when you are unable to do so.

VOLUNTEERS

Volunteers for our various events and projects are primarily coordinated through the PTO. Volunteers to aid in the classroom are coordinated by the classroom teacher. Sign up sheets are sent home in the fall and spring through the students and are available at Parent Open House in September.

**DISTRICT/SCHOOL POLICIES**

Detailed information is available on our district website
< www.suffield.org >

ASBESTOS MANAGEMENT

An Asbestos Management Program has been developed to guarantee that certain materials are maintained in a condition that does not pose a health hazard. The Asbestos Management Plan is on file in the Central Administration offices for public review.

ATTENDANCE and TRUANCY

Connecticut state law requires parents to cause their children, ages five through eighteen, to attend school regularly during the hours and terms the public school is in session. Parents or persons having legal authority of a child five years of age have the option of not sending the child to school until ages six or seven.

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having responsibility for the child. **If it is necessary for your child to be absent from school, please call the school office before 9:00 a.m. 860-668-3826.**

If you have not notified the school by the time indicated, a phone call is made to inquire about the child's absence. The following are excused absences:

- Illness —(Excessive absences may necessitate a consultation with and/or a note from a physician)
- Death in family or funeral
- Court Appearance
- Religious Holidays
- Approved school activities
- Other reasons approved in advance by school administration.

**BIRTHDAY PARTY INVITATIONS**

We appreciate parents/guardians assuming the responsibility of mailing birthday party invitations and not delivering through backpacks in school

BULLYING

Bullying behavior by any student in the Suffield Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Bullying means any overt acts by a student or group of students directed against another student while on school grounds, at school-sponsored activity, or on a school bus, which acts are repeated against the same student over time. Such overt acts, which occur off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student's academic performance or safety in school.

Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy #5144 (Student Discipline) set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.



Informal/Verbal Complaints of Bullying by Students

Students may make complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or school therapist. Student complaints of bullying should specify the actions giving rise to the suspicion of bullying, including the time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator receiving a student complaint shall promptly reduce the complaint to writing, including the information provided by the student. The written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal (or other responsible program administrator) for review and action.

Formal/Written Complaints of Bullying

Students and/or their parents or guardians may also file formal written complaints of conduct that they consider to be bullying. Such written reports should specify the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses.

CEREMONIES AND OBSERVANCES

Silent Meditation

The Board directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time each day for silent meditation.

Salute to the Flag

Each school within the Suffield Public School System shall provide time each day for students to recite the Pledge of Allegiance. If, because of some personal philosophy or belief, a student has made the personal, serious decision not to salute the flag, he/she may choose to remain seated and silent. In any event, all students must be courteous and respectful of the beliefs of others.



Separation of Church and State

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion, it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion.

This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

Absence for Religious Observation

Student absences for religious observances shall be excused. Furthermore, such absences should not prohibit receipt of attendance-related awards nor impact student grades or participation in school events.

CUSTODY OF CHILDREN

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal with a copy of such a court order if restricted access to student or student information is requested. Parents' rights include access to student records and school mailings, attendance at parent/teacher conferences and IEP meetings, and authority to request that a student be released early or be absent from school for a legitimate reason.

It is the responsibility of the non-custodial parent, or parents with shared custody, to inform the school office of his/her name, address, and phone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list.

Documentation of legal agreements (i.e. restraining orders; no contact) must be provided to the school administration. Contact the school if you have any additional questions.

EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY

The Suffield Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to the conditions and limitations established by law.

In keeping with requirements of federal and state law, the District demands that there will be no discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

Policies and Procedures for Equal Employment and Equal Education Opportunity can be attained on the district website.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. The District has a designated compliance officer, who coordinates compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

If there is an issue related to equal opportunity that cannot be resolved through discussion with building level administration, the District Title IX Coordinator may be contacted to investigate and resolve the concern.



SUSPENSION/EXPULSION POLICY

The constitutional rights of individuals assure protection of due process of law.

- The hallmark of administrative authority will be fairness;
- Every effort will be made by administrators and faculty members to resolve problems through effective utilization of the school district's resources in cooperation with the student and his or her parent(s) or guardian(s);
- In cases where these policies, state law or any regulations adopted pursuant to these policies require a hearing, a student must be given an opportunity for such a hearing;
- The hearing authority designated by the Board may request the student and parent(s) or guardian(s) to attempt reconciliation first, but if the student and parent(s) or guardian(s) decline this request, the hearing authority will schedule the hearing as soon as possible; and in the event of a suspension, no student shall be suspended without an informal hearing by the administration at which the student will be informed of the reasons for the suspension and be given an opportunity to explain the situation. In the event of an emergency, the student may be suspended and a hearing held thereafter, as provided by law. However, if the circumstances and state law require, a formal hearing shall be held.

In the event of an expulsion, a student shall have a right to a hearing as provided by law.

Further in-depth details can be found in Board of Education Discipline policy #5144.

HOMEWORK POLICY

The Suffield Board of Education strongly believes that homework is an integral part of the educational program and should reflect student needs, capabilities and/or interests. Homework provides opportunities for students to prepare for, review, practice, apply, retain, integrate, enrich, and extend skills and concepts related to school learning. Additionally, homework reinforces independent



work study skills, effective use of school and community resources and development of self-discipline.

Teachers of the Suffield Public School System are to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Quality homework, like classroom work, should be varied in approach to engage students with different learning styles and capabilities. Strategies that provide students with multiple ways to demonstrate their level of performance are applicable to homework and can be effective in increasing engagement and motivation.

Reasons for Homework

- Complete work started in class.
- Expand and/or enrich regular class work.
- Build interest in reading, math and learning.
- Make up work missed due to absence.
- Encourage parents' awareness of student learning.
- Provide an opportunity to pursue special interest or ability areas.
- Increase learning time and establish independent study skills.
- Develop sound time management.

Time Assignments

Time limits for homework will vary from one grade to another. Occasional long term projects will be assigned. Under normal circumstances it should not exceed the following total amounts per day for an average student working at an average speed:

Daily Total Grade 1 - 15 minutes daily
 Grade 2 - 20 minutes daily

There may be situations when classroom instruction may not warrant homework assignments. The above time allotment is to be considered as a guideline only.

Children should be encouraged to read for the suggested time when no specific homework is assigned. This encourages good study habits.

**Homework Request due to Illness**

Requests for homework for students who are absent because of illness will be honored on the basis of: The school will provide homework assignments within 24 hours after a request has been received. Homework must be returned to the teacher for correction every two days before additional work assignments will be given. For each day a student is absent, he/she will be allowed two school days to make up missed homework and tests. At the teacher's discretion, additional time for making up work and tests may be scheduled. This will be done at a mutually agreed upon time, as determined by the teachers, parents and the student. If the student needs to stay after school for help, the parent must make arrangements for the student's transportation home at the end of each session.

Unscheduled Vacations

Connecticut State statute requires parents to assure that their child attend school on the days and during the hours it is in session. Unscheduled vacations are unexcused absences. It is strongly recommended that a student not be taken out of school for personal vacations. Work that is made up cannot fully duplicate the value of classroom instruction, discussion and participation.

If parents should choose to take their child out of school:

- Teachers will provide homework assignments upon
- advance requests by parents.
- Responsibility for obtaining homework assignments is shared between the student and the teacher.
- Responsibility for making up missed school work will rest with the student and his/her parents.
- For each day a student is absent, he/she will be allowed two school days to make up missed homework and tests. All school work missed, late in the school year, must be made up prior to the closing of the school year.
- At the teacher's discretion, additional time for making up work and tests may be scheduled. This will be done at a mutually agreed upon time.



- If the student needs to stay after school for help, the
- parent must make arrangements for the student's transportation home at the end of each session.
- Prior to unscheduled vacation, long term assignments not requiring teacher instruction may be given (i.e., book reports, travel logs).

INSURANCE

School insurance is available to all students. A packet will be sent home with each student shortly after the first day of school. Purchase of this program is optional.

INTERNET ACCEPTABLE USE:

Technology is continuously changing and the policy in this handbook reflects BOE policy at the time of printing. Parents and students can find the most current information on the district website: <http://www.suffield.org>

Filtering Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. The Superintendent or his/her designee shall develop an administrative regulation containing an implementation plan for this policy. The implementation plan shall include, but not be limited to, integration of the Internet in the curriculum, staff training, software filters and safety issues.

The District is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. In addition, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

**Curriculum**

The use of the District's electronic networks shall be consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities and developmental levels of the students, and comply with the selection criteria for instructional materials and library-media center

Staff members may, consistent with the Superintendent's regulations and implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be in support of education and/or research and be in furtherance of the Board of Education's goals, or for a legitimate school business purpose.

Computer use is a privilege. Electronic communication, downloaded material (including files deleted from a user's account), and material that is stored, transmitted or received via the District's electronic network or computer may be monitored and/or read by school officials.

Internet Safety

Each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or his/her designee.

The Superintendent or his/her designee shall include measures in this policy's implementation plan and administrative regulation to address the following:



1. Limiting user access to inappropriate matter as well as restricting access to harmful materials.
2. Safety and security when using electronic communications.
3. Limiting unauthorized access, including "hacking" and other unlawful activities.
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

Authorization for Electronic Network Access

Each student and his/her parent or guardian and each staff member must sign the District's authorization form prior to being granted use of the network. All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is placed onto the network. The failure of any student or staff member to follow the terms of the authorization form, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Messages should not be abusive to others.
- Take pride in communications. Check spelling and grammar.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols or pictures.
- Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the technology staff.
- Students may not participate in any type of instant messaging or chat rooms unless such use is part of a supervised classroom project. Participation will only be allowed with the direct supervision of a classroom teacher.
- Students may not access home e-mail accounts at school. If and when the district decides to provide students with e-mail accounts, these accounts may only be utilized for educational purposes.
- Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise dissemi-



nated through the network.

- Do not disguise the point of origin or transmission of electronic mail.
- Do not send messages that contain false, malicious or misleading information that may be injurious to a person or a person's property.
- Illegal activities are strictly prohibited.
- The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
- No charges for services, products or information are to be incurred without appropriate permission.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks, which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
- Report security problems to the supervising teacher or system administrator.
- Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

The Superintendent has the authority to grant exceptions to this policy to members of the Technology staff in order for them to do their routine work.

**MANDATED REPORTERS****CHILD ABUSE AND NEGLECT**

Connecticut General Statute Section 71a-101 et seq. requires certain educational personnel (school teachers, school administrators, school guidance counselors, school coaches and paraprofessionals) as well as registered and licensed practical nurses, psychologist, social workers, mental health professionals, and certain professional counselors who have reasonable cause to suspect or believe a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Suffield Board of Education to require all employees of the Board of Education to report suspected abuse and/or neglect in accordance with the procedures set forth in the regulation (Regulation 5141.4 REG).

“Abused” means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

“Neglected” means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused. “Statutory mandated reporter” means an individual required by Connecticut General Statute Section 17a-101 report suspected abuse and/or neglect of children. In the public school context, the term “statutory mandated reporter” includes teachers, school administrators, school guidance counselors, school coaches, paraprofessionals, registered and licensed practical nurses, psychologists, social workers, mental health professionals, certified alcohol and drug counselors and any other licensed professional counselor.

**PARENTS LIABILITY/PROPERTY DAMAGE**

Connecticut law (Sec. 52-572) states "that parent or parents or guardians of any unemancipated minor or minors, which minor or minors willfully or maliciously cause damage to any property or injury to any person, shall be jointly and severally liable with such minor or minors for such damage or injury to an amount not exceeding three thousand dollars, if such minor or minors would have been liable for such damage or injury if they had been adults."

PESTICIDE APPLICATIONS

In accordance with Connecticut Public Act 99-165, "An Act concerning Notice of Pesticide Applications at Schools and Day Care Centers," the Suffield Board of Education and school administration is providing you with this information regarding pesticide applications in our buildings or on school grounds.

The Suffield Public Schools (SPS) is operating under an Integrated Pest Management Plan (IMP) in accordance with Connecticut General Statutes Section 22a-66/to minimize the amount of pesticides used.

SPS utilizes certified pesticide applicators for non-emergency use of pesticides.

SPS prohibits the non-emergency use of pesticides during school hours.

SPS will approve the use of a pesticide only after all available options, including no action, have been considered.

You have a right to be notified of each pesticide application and of any modifications to the Pesticide Application Policy. To receive notification, complete a Notification Form and return it to the address on the form. Forms are available on the SPS website and in each school office.

SPS maintains a registry of persons requesting prior notification and shall provide for the mailing (your choice-postal mail or email) of such notice no later than 24 hours prior to the application.



The Pesticide Application Policy (#3524.1) is available for review in the Principal's Office at each school and in the office of the Superintendent of Schools.

Please contact the Facilities Director at (860) 668-3807 with any questions or comments.

PHOTOGRAPHY & VIDEOTAPING

Throughout the school year numerous opportunities arise when students could be photographed or videotaped while at school. Area newspapers, classroom projects or parents creating class memory books request student photos to document our outstanding programs. If you **do not** want your child to be photographed or videotaped, parents are required to notify the school in writing. Permission is requested on the registration form.

PROMOTION/ACCELERATION/RETENTION

Definitions

Promotion – *Students shall be promoted on the basis of academic achievement. Students who, on the basis of objective measures of academic standards, can reasonably be expected to meet the instructional learning objectives at the next educational level may be promoted.*

Acceleration – *In very unusual cases, students may be accelerated one grade. Such decisions shall take into consideration such factors as achievement level and social and physical maturity.*

Retention in Grade – *Schools shall identify students in danger of failing or being at risk for retention. Prior to deciding on retention for a student not meeting grade level standards, the district shall provide and may require the student to attend one or more alternatives for remedial assistance. Students will only be retained on the basis of what is best for each student after careful study and consultation with parent(s)/ guardian(s).*

Students shall be placed by the certified staff at the grade level best suited to them academically, socially and emotionally. The Superintendent or his/her designee will develop regulations



for promotion, acceleration and retention in the best interest of the long-term development of the child.

Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certified staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to each student's parents or guardian, but the final decision will rest with the school authorities.

SEXUAL HARASSMENT

It is the policy of the Suffield Board of Education that any form of sex discrimination or sexual harassment is prohibited. The district wants all students to learn in an environment free from all forms of sexual harassment. This is defined as unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. Sexual harassment is against state and federal laws. Any student or staff member who engages harassing behavior, shall be subject to disciplinary action.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent informally to a staff member or in a conference with the principal or designee. If this complaint cannot be resolved at that level the District Title IX Coordinator may be contacted to investigate and resolve the concern.

**SMOKING ON SCHOOL PREMISES**

There shall be no smoking or other use of tobacco products on school property during regular school hours, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agent.

SUICIDE PREVENTION POLICY AND PROCUDURES

In view of the increasing incidence of suicide and suicide attempts among young people, the Board of Education wishes to take a pro-active posture in the prevention of youth suicide. The board recognizes that suicide is a complex issue and that, while school personnel may recognize potentially suicidal youth, they may not make a clinical assessment of risk or provide in-depth counseling but must refer the youth to an appropriate place for such assessment and counseling.

Any school employee who may have knowledge of a suicide threat must report this information to the building administrator, who will in turn notify the appropriate school officials, the student's family and appropriate resource services.

The student should be brought to the school nurse's office or the main office. Under no circumstances is the student to be left alone.

WEAPONS AND DANGEROUS INSTRUMENTS

The Suffield Board of Education is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason, the Board prohibits possession and/or use of weapons or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives having a blade of greater than two inches, any knife blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position; martial arts weapon; destructive device.

**WELLNESS POLICY**

The Suffield Board of Education promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential.

SCHOOL RULES**ANIMALS**

Animals and pets are not allowed in school with the exception of service dogs.

BICYCLES

Due to safety concerns, students may not ride bicycles to school. Bicycle travel is hazardous due to the heavy traffic on local roads and school driveways and the absence of designated bike trails.

DISCIPLINE

The educational policy of the Suffield Board of Education emphasizes the importance of good discipline within the school as a primary factor to the success of students. Without it, the school cannot fulfill its primary responsibility, the development of citizenship. Good discipline enables students to realize their greatest potential. Expectations of student behavior will be held high. Students who do not meet this behavior through, but not limited to: fighting, theft, truancy or excessive tardiness, insubordination or use of abusive language, defacing or destroying school property, throwing food or dangerous objects, use or sale of prohibited substances, or other antisocial behaviors will result in a meeting with the a school administrator. Implements or objects of a dangerous nature that can be used to harm students or school property are not allowed at school. Our list of school wide, cafeteria, playground and transportation rules are to be found in this handbook.



Infractions of school rules may result in loss of privileges and parents/guardians will be contacted by a school staff member relative to the issue and possible consequence.

We greatly appreciate your cooperation and assistance in maintaining high standards that support your child's growth. In accordance with the district-wide policy, our elementary schools have adopted the following Discipline Code:

PLAYSCAPE RULES

Safety of all of our students is of paramount importance. Sufficient supervision by staff ensures such safety. Students may not use the playscape until their Physical Education teacher reviews the equipment and behavioral expectations. They will inform the teachers when this has been completed. Serious and/or consistent inappropriate behavior will result in losing playscape privileges.

Students will:

- Walk on all parts of the playscape.
- Leave the wood chips/stone base on the ground and not throw the wood chips/stones.
- Only climb on the ladders and stairs.
- Stay off the railings and the outside of the railings not climb on the uprights.
- Descend all slides and poles from top to bottom.
- Stay clear of the use zones at the bottom of poles and slide
- Avoid pushing.
- Avoid any physical contact on the playscape.
- One student on slides and poles at a time.
- Use the chin-up bars to hang on only.
- Refrain from game playing on playscape (tag, hide & seek, etc.)
- Sit on swings

**GROUP SPORTS/ACTIVITIES**

- Safe physical contact is expected. Touching (not pushing) as part of safe play is acceptable
- The only sports to be played at recess are those learned in physical education class. Football is not allowed.
- Rules for all sports/games learned in physical education class apply.
- Only one soccer ball allowed per soccer field.
- Equipment is to be used only for the game for which it is designed.
- No balls are to be used on or near the wall near basketball courts.
- The parking area behind the playscape is off limits at all times.

DRESS CODE

Any form of dress which is considered contrary to good hygiene, safety, or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. This includes vibrant hair "paint", tops/dresses with spaghetti straps and "short shorts". Because of their destructive nature, **no** shoes with metal cleats, taps or other such appendages are allowed. We also discourage students from wearing flip flops. Sneaker-type shoes are required to be worn in physical education classes. It is suggested that children wear comfortable clothing on days when they have physical education. Hats are allowed only for special "hat days". In the event of snowy weather, children must wear boots and snow pants if they wish to be allowed to play in the snow. Students not following the dress code will be asked to call home for a change of clothing.

GAMES, TOYS, TRADING CARDS, ETC.

These are considered to be a distraction from the focus of school and should be left at home. If these things are brought for designated "show and tell" or for use in after school activities, they must be kept in backpacks.

**GUM CHEWING**

There is no gum chewing allowed on the part of students and adults in the school or on the bus.

Bus**BUS TRANSPORTATION**

The Board of Education recognizes that for both safety and discipline reasons, all students should be transported daily by the same regularly assigned bus. Exceptions to this policy will be strongly discouraged by school principals and the Board of Education. All parental requests to have their children picked up and/or dropped off at a day care location other than the listed family residence or designated bus stop, must be submitted, in writing, to the school principal no less than ten (10) school days prior to the expected change during the school year, or no less than two (2) calendar weeks prior to the first day of school during summer vacation. The letters must clearly and legibly demonstrate personal or family needs of a compelling nature, and what other options have been explored by the parent. All administrative considerations granted prior to the 2012/2013 school year are VOID, and are not to be considered as precedent for this or other busing matters. The full text of this policy revision is contained in the STUDENT TRANSPORTATION GUIDE-LINES, available at the school or central administration offices.

A bus schedule will be published separately prior to the first day of school. On each bus route, the driver of that route establishes definite pick-up points. Students may be expected to walk a reasonable distance to this point. Parents are requested to instruct pupils to wait off the road in an orderly manner and follow the driver's instruction for loading and unloading. Parents have the responsibility of monitoring the waiting children at the bus stop. Parent and/or legal guardians are reminded that prior to pickup and upon drop off, it is the parent's responsibility to ensure the child's safety.



Pupils MUST RIDE ON BUSES TO WHICH THEY ARE REGULARLY ASSIGNED. The only exception to this will be IN THE CASE OF A FAMILY EMERGENCY. A written request from the home must be sent to the office. Such requests will be honored provided there is room on the bus and with the knowledge and approval of the driver.

Drivers are instructed, in the interest of safety, to maintain order on each bus and to report instances of misconduct to the principal, who will then act in an appropriate manner regarding such incidents.

BUS CONDUCT

School transportation is a student privilege conditional upon satisfactory behavior on buses and at bus stops.

Students will be advised that, while awaiting or receiving transportation to and from school, they may be suspended from transportation services for unsatisfactory conduct which endangers persons or property or violates a Board policy or administrative regulation. Principals shall follow procedures in Policy 5114 Suspension/ Expulsion/Exclusion/Removal when suspending student bus privileges.

Code of Student Conduct for School Bus Transportation.

Parents are urged to periodically review these rules with their child.

- Enter or exit the bus only when the door is fully open.
- Take your turn and avoid pushing others when entering or exiting.
- Be seated promptly and remain seated until leaving the bus at the authorized stop.
- Face forward with feet on the floor in front of the seat.
- Keep hands off other students and their possessions.
- Speak in a normal tone of voice and avoid making noises that may distract the bus operator.
- Do not tamper with the emergency door. Keep books, lunch boxes and other possessions out of the aisle.



- Do not permit any part of your body or materials in your possession to hang out of the open bus window.
- Refrain from pushing or hitting other pupils or other rough behavior.
- Conscientiously observe all rules and respond promptly to the bus driver's instructions.
- No smoking, eating or drinking of any beverage while on the bus.
- Do not mark or destroy bus property.
- Pets ARE NOT permitted on buses.
- Toys are to be kept in backpacks.
- Implements or objects of a dangerous nature that can be used to harm students, the bus driver, or the bus, ARE NOT allowed on buses or on school property.

Process for Referring Bus Conduct Problems:

Concerns on morning runs - driver sends student to office with completed "Bus Conduct Report" OR immediately after run, driver brings completed form to office.

Concerns on afternoon runs - driver completes the "Bus Conduct Report" immediately after the run and the following morning sends student to office with the form OR driver brings completed form to the office.

If a driver makes contact with a child's parent, the action taken (i.e., phone call or visit) must be documented on the "Bus Conduct Report."

Parents with bus behavior/discipline concerns are asked to report them in writing by sending a note to the office. Parents should describe the incident in detail and include their phone number and the best time to call if they wish to receive a return call.

NOTE: Bus concerns involving scheduling/bus routes should be directed to Central Office by calling (860)668-3800.

**Bus Report/Warning Guidelines****First Incident:**

Staff member will conference with child and communicate with parent/guardian. Consequence may include assigned seating.

Second Incident:

Staff member will conference with the child and communicate with parent/guardian. Consequence will include assigned seating/bus suspension.

Third Incident:

Staff member will conference with child, parent/guardian, and bus driver. Consequence will yield bus suspension for a determined amount of time.

Note: Students may be suspended at any time, prior to warning reports, if serious misconduct occurs (such as for property damage or physical abuse). When a student is suspended from riding the bus, transportation becomes the responsibility of the parent/guardian.

HEALTH SERVICES

Our school nurse is on call during school hours. It is the judgment of the nurse whether to send a child home or not. Public health records are maintained by the nurse and are kept on file in the clinic.

HEALTH / NURSING SERVICES

In the interest of your child's health and the health of other children, please cooperate in observing the following: If a child has been running a fever or has been sick during the night or before school, it is advisable to keep him/her home, since they usually do not do well in school and risk infecting other children.

If your child has a fever of 100 or above, please keep him/her home for 24 hours after fever has subsided.



Although good attendance is desirable, a sick child should never be sent to school.

Students must stay home if they have conjunctivitis (pink eye) with discharge. The student will remain home until treatment has begun.

If the student has a severe sore throat indicating possible strep throat the student should remain home and return to school 24 hours after antibiotics have started and the student is fever free.

If the student has vomited or had diarrhea in the past 24 hours they will remain home 24 hours after the vomiting/diarrhea has ended.

If the student/staff has a communicable/contagious disease the school nurse must be notified and the student /staff will remain home until the school nurse approves returning to school.

The student absent two consecutive days or more will be requested to see the school nurse upon returning to school.

A written excuse should be sent to school for any absence. A note from your physician is required for prolonged or frequent absence.

It is felt that any child well enough to come to school is well enough to participate in all activities, including recess and physical education.

Any exceptions from this rule must be accompanied by a note signed by a physician. A parent may send a note to extend the excuse up to two days after the doctor's excuse ends.

Since we encourage children to be out of doors when it is not actually snowing or raining, it is important for them to be dressed warmly with boots, hats, coats and gloves. Other appropriate clothing, such as sweaters, may be needed on chilly days.



Shoes can get wet in early morning gym classes. Extra footwear might be needed.

Head Lice (Pediculosis)

The district is committed to maximizing students' academic performance and physical well-being in a healthy and safe environment. The district recognizes that head lice infestations do not pose a health hazard, are not a sign of uncleanliness, and are not responsible for the spread of any disease. Misinformation about head lice causes anxiety for parents/guardians and school staff. The goals of providing a healthy and safe environment for students with head lice are to: (1) maximize academic performance; and (2) minimize absences due to unnecessary exclusion from school of students with head lice. The school nurse can be contacted for treatment guidelines. A letter from Central Office will be sent to parents of a specific classroom where three cases of lice have been confirmed.

MEDICATIONS

The Suffield Board of Education recognizes that the health needs of some students make it necessary for school personnel to administer medication during school hours. However, medication should not be administered during school hours if it can be administered at home during other than school hours and still produce the same result.

It is the Policy of the Board of Education that only registered nurses shall serve in the capacity of school nurse. The school nurse shall be responsible for the administration of this policy.

The school nurse may administer medication, including controlled drugs as the Commissioner of Consumer Protection may, by regulation, designate to any student pursuant to the written order of a physician licensed to practice medicine, or a dentist licensed to practice dental medicine in this or another state, or an optometrist licensed to practice optometry or an advanced practice registered nurse licensed to prescribe in this state or a physician assistant licensed to prescribe in this state, and the written authorization of the parent or guardian of the student.



In the absence of the school nurse, any other licensed nurse, a principal, teacher, licensed physical or occupational therapist employed by the school district, or coach, who have been properly trained, may administer medication with the written order of a physician licensed to practice medicine, or a dentist licensed to practice dental medicine in this or another state, or an optometrist licensed to practice optometry, or an advanced practice registered nurse licensed to prescribe in this state or a physician assistant licensed to prescribe in this state, and the written authorization of the parent or guardian of the student. The administration of medication by other than the school nurse shall be under the general supervision of the school nurse.

With the written authorization of a student's parent or guardian, and pursuant to the written order of the student's physician licensed to practice medicine or a dentist licensed to practice dental medicine in this or another state, or an advanced practice registered nurse licensed to prescribe or a physician assistant licensed to prescribe in this state, a school nurse and a school medical advisor may jointly approve and provide general supervision to an identified school paraprofessional to administer medication, with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death.

School personnel who administer medication are expected to comply with the procedures for administration set forth in board regulations and Conn. Gen. Stat. 10-212a.

If you wish to have your child take medication of any kind during school hours, please have your physician complete the necessary form and submit it to the School Nurse's Office. No prescribed or OTC drug (aspirin, Tylenol, etc.) will be administered by the school nurse or self-administered until this form is on file. This policy is in effect to protect your child and we appreciate your cooperation. All prescription medicine must be brought to school by the parent/guardian and delivered only to the



school nurse. At the end of each school year, parents must pick up their child's medication prior to July 1.

PSYCHOTROPIC DRUGS

The Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. For purposes of this policy, the term "recommend" shall mean to directly or indirectly suggest that a child should use psychotropic drugs.

Notwithstanding the foregoing, school medical staff may recommend that a child be evaluated by an appropriate medical practitioner.

Nothing in this policy shall be construed to prohibit a Planning and Placement Team from discussing with parents and/or guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners with the consent of the parents and/or guardians of a child.

VISION/HEARING SCREENINGS

In accordance with state and district guidelines, our school nurse completes yearly vision and hearing screenings for all students. If students do not meet expected levels, a referral is initiated and parents are notified. In addition, all school personnel responsible for the education of a student will be notified by the nurse regarding the outcome of the referral.

STUDENT PROGRAMS / SUPPORTS

LIBRARY MEDIA CENTER

Each week, children will have the opportunity to use the school library. Children should return books on their designated library day. Overdue books may be returned at any time by placing them in the return box in the library.

LIFE EDUCATION

AIDS education, as of July 1, 1989, is a state mandated program. All children in grades K-4 will, at some time, participate in AIDS education. Any parent or guardian may request their child's re-



lease from the AIDS education program by writing to the Superintendent of Schools. More information is available in the school offices.

PARENT-TEACHER ORGANIZATION (PTO)

The A. Ward Spaulding and McAlister Intermediate Parent-Teacher Organization provides tremendous support to our schools. Formal meetings are held every other month and notices are provided prior to the meetings. Valuable information about the organization, activities and events is available on our school website. Parent participation and attendance is urged and encouraged. The Parent-Teacher Organization provides and sponsors enrichment and cultural activities during the school year. Among the events the PTO sponsors are: annual school pictures, field trips, assembly and cultural programs, parent orientation programs, regular publication of an online PTO Newsletter and Book Fairs. Active parent participation creates an effective PTO. We encourage your participation and support. This year's PTO Co- Presidents are Kendra Wiesel (Spaulding) and Christine Phillips (McAlister) and who may be contacted through the school office.

POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS)

PBIS is a framework supported by the Suffield Public Schools to promote and maximize academic achievement, social development, and behavioral competence. For more information, please contact the school or access the school website.

PUPIL SERVICES

When a classroom teacher requires assistance in meeting the needs of a student who is not performing at an acceptable level in a regular education program, he or she should contact any appropriate support personnel, such as the school psychologist, speech/language clinician, occupational therapist, school nurse, or special education teacher to request assistance. These people will work collaboratively with the classroom teachers to provide support to them in identifying and implementing alternative



teaching and behavior management strategies, screening for possible learning or language disabilities, and determining, after a period of several weeks, whether or not a formal referral should be made to special education. Once a formal referral has been made, the PPT process is begun.

REPORT CARDS

Formal documentation of student progress is provided three times a year for all students in Kindergarten through Second Grade. Due to the structure of our standards based report card, student grades reflect the level of mastery for benchmark skills at the conclusion of each marking period. Grade level and subject specific rubrics are utilized to ensure fidelity and reliability in grading.

Report cards are sent home with students prior to parent/guardian conferences and on the last day of school. Report card/grade information can also be accessed in digital format through the use of PowerSchool's Parent Portal system.

We recommend that parents/guardians attend the conferences twice a year. Phone contacts, emails and written messages may also be helpful to maintain effective communication about your child's progress throughout the year.

Additional conferences may be held at any time during the year and may be made at the request of either the teacher or parent/guardian. Arrangements should be made directly with your child's classroom teacher.

**Scientific Research Based Interventions
(SRBI)**

The Suffield Public Schools supports the state model for using scientific, research-based practices in education to provide high quality instruction and intervention matched to student needs. A focus is maintained on prevention, early intervention and comprehensive supports of different levels of intensity to support all students demonstrating diverse levels of risk.

Spaulding School has multiple layers of intervention to help struggling students. Our goal is to provide options that support the varied needs of our students. Our systematic approach uses three tiers of intervention as part of a comprehensive educational system.

Tier I: This level of support is provided within the general education classroom focusing on best practices for instruction. Differentiation of instruction using flexible small groups and modified instructional materials is used to meet student's needs and abilities.

Tier II: This level of support is offered to students failing to meet important academic benchmarks or social/behavioral expectations, who have not responded to Tier I best practices. The classroom teacher, specialists or academic support staff provide short-term(6-20 weeks) interventions to small groups (4-6) of students focusing on specified goals that address individual student needs. Progress toward achieving grade-level expectations guides the frequency and duration of the specified intervention activities.

Tier III: This level of support is offered to students failing to meet important academic benchmarks or social/behavioral expectations, who have not responded to Tier I or II efforts. A specialist or other interventionist trained in specific interventions offers small group (2-3) or individual support focusing on specified goals with increased frequency and duration. Student progress is monitored frequently to determine the effectiveness of the interventions provided.

**Targeted Skill Practice:**

Students in Kindergarten through Second Grade who present a significant weakness in any academic area receive short term intervention on specific goals. Academic Support staff, under the guidance of classroom teachers and specialists, offer small group or individual intervention 3-5 times per week.

Leveled Literacy Intervention:

Small groups of students (3-4) work outside the classroom with Academic Support staff or the reading specialist focusing on reading, writing, phonics and word study skills 4-5 days per week for 30 minute periods.

P.A.L.S Program (Promoting Adjustment and Learning Skills):

Students in grades K-2 who are at risk for problems related to self-confidence, independent problem solving, interpersonal functioning and interest in school are included in this program. Students meet individually with support staff within the PALS playroom setting for 30 minutes a week.

Sunshine Club:

This support is provided to first and second grade students who are dealing with unique or stressful family dynamics (i.e. divorce, same-sex parents, alternate family configuration, adoption, etc). Small groups of students meet weekly with school staff for 30 minute sessions over a 6-8 week period.

Behavior Intervention Plan:

Students presenting with behaviors in the classroom (i.e. inattention, distractibility, calling out, personal space issues) that have not responded to responsive classroom strategies will benefit from this support. An individualized behavior plan is developed with guidance from the school psychologist to address the identified need. Data is collected to determine the effectiveness of the plan and modified based on the observable outcomes.



ELL (English Language Learners):

Students who have a dominant language other than English and who do not pass the LAS LINKS assessment will receive this support. An ELL tutor will provide individual or small group intervention focusing on increasing students' English language proficiency as it impacts their academic and social development.

**Spaulding Before / After School Program**

Our Before/After-School program provides a safe, caring, supportive and enjoyable learning environment to families with children in grades K - 5. This quality program will utilize a flexible student-centered design that offers an array of learning opportunities where children can flourish beyond our typical school hours. For detailed information and enrollment application, go to our school website at <http://sp.suffield.org> and tab Before/After School Program.

Program Design

The program, located A. Ward Spaulding School, will operate from Café B and may utilize additional space including the Gym, Auditorium, Library Media Center, Computer Lab, and Playground.

Registered McAlister students will be transported to/from Spaulding by bus at the beginning/end of their school day.

The program will be available 5 days per week and coincide with the school day schedule.

Before school- up to 1 hour and 10 minutes per day; 7:00 a.m. to 8:10 a.m.

After school – 1 to 3 hours per day; 3:05 p.m. to 6:00 p.m.

The program will follow the Spaulding School District calendar. Policies and procedures for the program will be consistent with those followed by other students attending Spaulding School. This information will be available in the Spaulding School Parent Handbook.

Fees for the program are outlined in a payment schedule which can be found on our website.



SUFFIELD DEVELOPMENTAL PRESCHOOL PROGRAM

The Suffield Developmental Preschool is an *inclusive* early childhood program for preschool-aged children with and without disabilities. It is a program supported by both the Board of Education and through funding for the education of preschoolers with identified disabilities, through the **Individuals with Disabilities Education Act** (IDEA).

The Suffield Developmental Preschool offers the best of both worlds – state of the art special education and best practices in early childhood education based upon National Association for the Education of Young Children and CT State Department of Education curriculum standards. Our program is designed to assure that each and every child is ready to succeed when he/she transitions into kindergarten.

Staffing

Instruction is provided by highly qualified staff consisting of professionals with Masters Degrees in Early Childhood Education, Special Education, Psychology, Social Work and Occupational/Physical and Speech Therapy. We are committed to maintaining a high teacher to student ratio which is critical for young children within educational settings. In the Suffield Developmental Preschool, children are assigned to one teacher for the academic year to either an A.M. or P.M. session.

Program

The Suffield Developmental Preschool follows the same calendar as Spaulding School including progress reports and conferences. The program runs four days per week, Monday through Thursday, with an A.M. and P.M. session. The Suffield Developmental Preschool also has snack time and offers a “lunch bunch” for children requiring social structuring.

Curriculum

The preschool curriculum is based on the State of Connecticut Preschool Curriculum Frameworks and *National Association for the Education of Young Children* standards. These standards pro-



mote early literacy and school readiness through learning activities that integrate skills across all developmental areas. Additionally, our program concentrates on developing appropriate personal and social skills with a focus on sharing and turn taking through a variety of highly structured and less structured activities.

Peer Models

While benefiting from a program guided by federal and state early childhood standards, children will have the unique and important opportunity to make friends and enjoy shared common experiences with a diverse group of neighborhood children. They will acquire an understanding of and sensitivity towards students with different abilities. Your child, as a peer model, will be a great teacher to classmates, and will learn to model appropriate language and social skills for peers with disabilities, within the natural daily classroom routine.

NOTICE OF PARENT/STUDENT RIGHTS

UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For the purposes of Section 504, the term "disability" with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. "Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, stand-



ing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Suffield Public Schools' education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have



disabilities to the maximum extent appropriate;

8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;

9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;

10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;

11. To request changes in the educational program of your child;

12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.

13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.

14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.

15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this district is:

Assistant Superintendent of Schools

Suffield Public Schools

350 Mountain Road

Suffield, CT 06078

Telephone: 860-668-3800



For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office

Office for Civil Rights

U.S. Department of Education

8th Floor

5 Post Office Square, Suite 900

Boston, MA 02109-3921 Telephone: (617) 289-0111

U.S. Department of Education

Office for Civil Rights

550 12th Street, SW

Washington, DC 20202-1100 Telephone: 1-800-421-3481

Connecticut State Department of Education

Bureau of Special Education

and Pupil Service

P.O. Box 2219

Hartford, CT 06145 Telephone: (860) 807-2030

